

POSITION: Fundraising Events Manager

COMPANY: Southwest Center for HIV/AIDS

JOB SUMMARY:

The Fundraising Events Manager will report to the Director of Development and will be responsible for managing all special events for the agency. This position will maintain a schedule of special events to be held annually such as Night for Life Gala, Dining Out for Life - an international restaurant event, Tour for Life - an exquisite home tour, board events, and other special events within the community that benefit Southwest Center. This position requires a person with strong fundraising responsibilities through special events including donor relations, sponsorship accrual, and revenue building strategies. This person builds, maintains and continually strengthens relationships throughout the agency's extensive network of supporters. This person is also responsible for complete detailed planning of the logistics and arrangements for events, working with outside vendors, and assisting in the preparation of invitations, solicitations, acknowledgements and correspondence. The Coordinator will work closely with the Marketing/PR Coordinator to request advertising/media coverage of the special events and to align the events with the agency's fundraising goals. The Coordinator will prepare and adhere to the departmental budget for all special events activities and is responsible for supporting the implementation of all aspects of special events, fundraising and development programs.

REPORTS TO:

Director of Development

QUALIFICATIONS:

College degree required

Ability to work in an extremely fast-paced environment and comply with continuous and multiple deadlines and evolving priorities

Five or more years experience in non-profit special events and fundraising including experience working with a Board of Directors, major gift donors, event committees and volunteers

Proven ability to meet fundraising event goals to support the overall fundraising budget

Proven ability to work independently and as part of a team with a range of people including, but not limited to Board of Directors, volunteers, and staff

Excellent organizational skills and attention to detail

Strong writing and presentation skills

High standards of quality and accountability

Personable, yet professional and confidential. Must have a mature and positive work attitude; reliable and resourceful.

Success in managing multiple projects and deadlines simultaneously

Willingness to work on evenings and weekends for special projects and events when needed

Computer literacy; database management experience preferred (Kintera)

Working knowledge of or familiarity with nonprofit fiscal management, including fund accounting and budgeting.

Commitment to the mission and vision of Southwest Center for HIV/AIDS.

RESPONSIBILITIES:

General

Identify and manage event volunteers including honorary co-chairs, chairs and committee volunteers.

Secure corporate and individual sponsorships.

Encourage board and CEO involvement in solicitation of event and table sponsorships, auction items and ticket sales.

Send auction item solicitations for both live and silent auction items.

Create budget for the event, based on past 2 years expenses and other estimates.

Coordination of all aspects of special events and fundraising activities with ability to work with outsourced event planners as needed.

Develop a strategic plan, under direction of Director of Development, for each special event to assure attaining the goal.

Develop, implement and execute plans and timelines for special events.

Serve as point of contact for committee chairs, volunteers and participants.

Identify, recruit, secure and maintain outstanding relationships with fundraisers, donors, volunteers and sponsors.

Research, track, assess and evaluate donor histories using database; plan for targeted fund raising initiatives.

Provide event volunteers with clear and concise objectives, expectations, job descriptions and goals.

Complete final report that includes critical analysis of each event with six weeks following the event.

Maintain a polished professional demeanor, excellent interpersonal skills in dealing with all fundraisers, donors, staff, Board Members, volunteers, sponsors, corporations and/or public offices.

Participate in staff meetings and work cooperatively with other staff to ensure successful event coordination.

Adhere to policies and procedures of Southwest Center for HIV/AIDS as outlined in the Personnel Handbook.

Develop new fundraising ideas in conjunction with board initiatives.

This position is a full-time, on-site position with benefits and a salary range of \$35,000-\$40,000 depending on experience.

**Please send cover letter, resume and salary history to:
Helen Tanner, MPH - Director of Development at Southwest Center for HIV/AIDS**

htanner@swhiv.org
602-307-5330 x2221

For more information on Southwest Center for HIV/AIDS, visit www.swhiv.org. Southwest Center is located in Central Phoenix at 1144 E. McDowell Rd. (corner of 12th St. and McDowell Rd.)